



**LOWELL PUBLIC SCHOOLS**  
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Office of Personnel and Recruitment

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To: Superintendent  
From: Chief Operating Officer  
Re: Professional Staff Hiring Policy & Comprehensive Hiring Policy  
Date: January 12, 2023

I request that the enclosed hiring policies be referred to the Personnel Subcommittee for discussion. It appears that both policies have not been updated recently. Since adoption, there have been many technological changes which could be integrated into the policies and the terms within the policies could also be clarified further, amongst other changes which the subcommittee members may address.

## PROFESSIONAL STAFF HIRING

Through its employment policies, the district will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon an awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

**It is the responsibility of the superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates . No position may be created without the approval of the school committee.** The district's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children

It will be the duty of the superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, disability, sexual orientation or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. **The administrator responsible for the hiring of a staff member (In the case of district-wide positions, for the position of principals, it is the superintendent. For building based personnel, it is the principal.) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision.**

{Adoption date}

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:55B  
Massachusetts Board of Education Requirements for  
Certification of Teachers, Principals, Supervisors,  
Directors, Superintendents and Assistant Superintendents in the Public  
Schools of the Commonwealth of Massachusetts, revised 1994

## Lowell's Comprehensive Hiring Policy

Job vacancies and descriptions for teacher and other positions are available on the Lowell Public Schools website at [www.lowell.k12.ma.us](http://www.lowell.k12.ma.us), posted in the schools and in the Central Administration Office. Job opportunities are posted as vacancies become available and remain posted until positions are filled. Applicants may access application information and forms on-line at [www.lowell.k12.ma.us](http://www.lowell.k12.ma.us) and from the Personnel Office at 978-446-7408 for application materials to be forwarded via mail. Applicants may also visit the Personnel Office at 155 Merrimack Street, Lowell, MA 01852. Office hours are between 8:00 a.m. and 4:00 p.m. Monday through Friday.

The Lowell Public Schools is an equal opportunity employer which actively seeks to increase diversity of its workforce and does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, or disability in admission to, employment in, or treatment in its programs and activities. The Lowell Public Schools is committed to maintaining a harassment-free school environment.

### Application for Positions

#### Professional Staff Positions

To apply for an administrative or teaching position, applicants must submit a letter of intent (include job reference title), current resume, official transcripts, three letters of reference, and copy of the appropriate Massachusetts educator license to the Personnel Office prior to 4:00 p.m. on the posted closing date. Those selected for an interview will be contacted directly by the Principal. Candidates selected for positions are also required to complete a Massachusetts CORI Form. Candidates who are residents of states other than Massachusetts must complete a Massachusetts CORI form and a CORI form from the state of residence. All forms are available in the Personnel Office.

Massachusetts Teacher/Administrator Licensure: Appropriate licensure (certification) by the Massachusetts Department of Education (DOE) is required for Massachusetts public school teachers and administrators. For information on state licensure or to apply for licensure, visit the Massachusetts DOE on-line "Educator Licensure and Recruitment Center" (ELAR) <http://www.doe.mass.edu/license.html> or call 781-338-3000.

#### Support Staff Positions

To apply for support staff positions ( Paraprofessional, Tutor, and Substitute) a completed Application Form along with a letter of intent (include job title), current resume, certification (if applicable), official transcripts (if applicable), and three letters of reference to the Personnel Office prior to 4:00 p.m. on the posted closing date. Applicants for paraprofessional positions must possess a minimum of an Associates Degree or equivalent or show evidence of passing the "Para Pro" test. Applicants for Tutor positions must possess a minimum of a Bachelor's Degree from an accredited college or university.



Applicants are also required to complete a Massachusetts CORI Form. Candidates who are residents of states other than Massachusetts must complete a Massachusetts CORI form and a CORI form from the state of residence. All forms are available in the Personnel Office. Applicants selected for an interview will be contacted directly by the Principal.

To apply for support staff positions (Custodian, Food Service, Clerical, Library Aide, Security Guard and other positions) a completed Application Form along with a letter of intent (include job title), current resume, certification (if applicable), official transcripts (if applicable), and three letters of reference to the Business Office prior to 4:00 p.m. on the posted closing date. Applicants are also required to complete a Massachusetts CORI Form. Candidates who are residents of states other than Massachusetts must complete a Massachusetts CORI form and a CORI form from the state of residence. All forms are available in the Personnel Office. Applicants selected for an interview will be contacted directly by the Principal or Assistant Business Manager.

#### **Athletic Coach Positions**

Applicants for athletic coach positions must complete a letter of intent, (include job title), current resume, certification (if applicable), and three letters of reference to the Personnel Office prior to 4:00 p.m. on the posted closing date. Applicants are also required to complete a Massachusetts CORI Form. Candidates who are residents of states other than Massachusetts must complete a Massachusetts CORI form and a CORI form from the state of residence. All forms are available in the Personnel Office. Applicants selected for an interview will be contacted directly by the Principal or Athletic Director.

*Criminal Offender Record Information: M.G.L. c. 71 §38R requires the Lowell Public Schools to request criminal offender record information (CORI) from the Massachusetts Criminal History Systems Board (CHSB) for both present and future employees in any LPS program who have direct and unmonitored contact with children. Applicants for employment in the Lowell Public Schools must complete a CORI Request Form prior to employment and submit to the Personnel Office.*

#### **Personnel Office Contacts**

Information regarding employment opportunities, employee benefits, salary schedules, professional development, staff mentoring, performance evaluation, licensure/re-licensure, and applicant requirements may be accessed through the Lowell Public Schools Personnel Office at 155 Merrimack Street, Lowell, MA 01852. Office hours are between 8:00 a.m. and 4:00 p.m. Monday through Friday. Applicants may contact the Personnel Office by calling (978) 446-7408, FAX (978) 446-7447, or [www.lowell.k12.ma.us](http://www.lowell.k12.ma.us).

### Process for Posting and Hiring for Open Teaching Positions

Principals notify the Personnel Office of all open teaching positions for the upcoming school year. Included are all known resignations/retirements that will occur from June 30 through October 15 of the next school year. Once notified by the principal, the Personnel Office will list these open teaching positions on the Compendium of Teaching Vacancies. The Compendium is posted on the Lowell Public Schools Website ([www.lowell.k12.ma.us](http://www.lowell.k12.ma.us)), available at each school, in the Personnel Office and in the Offices of the United Teachers of Lowell. The Compendium of Teaching vacancies is published on December 1, February 1, April 1, June 1 and at least once during the summer months. The compendium is revised at each publication to reflect the new available teaching positions for the next school year. Additionally a listing of open teaching positions will be published in the Boston Globe.

After a fifteen (15) day posting period, appropriately licensed permanent teacher voluntary transfer requests must be sent to the Personnel Office. These requests are compiled then are e-mailed and faxed to principals with an accompanying interview form. Appropriately licensed permanent teachers requesting voluntary transfers must be interviewed as per collective bargaining agreement. Resumes of teachers from "The List of Eligible Teachers" and qualified promising new candidates are also e-mailed/faxed for interviews. Principals who receive resumes directly from qualified promising new candidates (long term substitutes, day to day substitutes, recent graduates and teachers from outside the district) may include them in interviews. Principals are urged to require candidates to provide recent resumes, letters of reference, transcript and teaching license. (This documentation should be forwarded to the Personnel Office to be included in the candidate file).

School based interview teams consisting of the principal, representative teaching/paraprofessional staff, expert providers and school site council representatives (parents) must be formed to screen resumes of candidates and conduct interviews of all permanent teacher transfer requests and the other qualified candidates selected for interview.

After interviews are conducted, interview panels recommend teacher candidates(s) for position(s), complete interview form(s) and fax to the Personnel Office (original interview form may be sent via school department courier). The principal is responsible for conducting reference checks on all recommended candidates then notifying all candidates of the outcome of the team's decision immediately after the interviews are conducted. The principal refers the selected candidate to the Personnel Office and e-mails the Personnel Office the name of the person selected. The Personnel Office reviews transcripts, letters of verification of past employment and meets with each candidate to determine salary. A conditional offer of employment is made to the recommended candidate based on the outcome of a reference check(s), drug screening test and criminal background check (CORD)\*. This critical protection ensures that



everyone is first considered for employment based on their actual skills and experience before the employer takes into account the presence or absence of a criminal record.

*\* Please refer to Lowell Public Schools CORI Policy.*

### Process for Posting and Hiring for Open Administrative Positions

The Superintendent of Schools will notify the Personnel Office of all open administrative positions for the upcoming school year. Included are all known resignations/retirements that will occur from June 30 through October 15 of the next school year. Once notified by the Superintendent, the Personnel Office will distribute a posting of each open administrative position to the schools, United Teachers of Lowell Office and Lowell School Administrators Association Office. Posting will also be available at the Personnel Office and on the Lowell Public Schools website; [www.lowell.k12.ma.us](http://www.lowell.k12.ma.us). The posting of each administrative position will include the job qualifications (education, experience and license), job responsibilities, terms of employment (salary and date duties begin) and the application information/deadline. A listing of open administrative positions will be published by early February in the Boston Globe/Lowell Sun. Subsequent administrative openings or repostings will be advertised in the Boston Globe/Lowell Sun as necessary.

After a twenty (20) day posting period, a screening committee comprised of district administrators is formed to select the most qualified candidates. The most qualified candidates are those who meet the job/educational background/licensing requirements and are subsequently recommended for interview. Personnel Advisory Committee is convened. This 8 member panel is comprised of an (1) administrator, (2) teachers, (2) parents, (1) expert provider, (1) University or Higher Education Representative and (1) Community Representative. The panel convener (administrator) is responsible;

- To convene the 8 member panel
- To set up interviews with candidates and finalize the interview schedule with panel
- To send information packets of candidates selected for interview to the panel at least 3 days before the interviews
- To reconfirm the schedule of interviews with the panel and the candidates
- To prepare packets for panelists to use during the interview sessions containing; ballots, resumes and support materials of candidates, interview schedule, final tally sheet
- To prepare letter to the Superintendent indicating Panel Recommendations of top 3 candidates
- To send letters of appreciation to each panel member

The Superintendent conducts interviews of the top three candidates selected by the Personnel Advisory Committee and selects the top candidate for the position. The Personnel Office notifies each candidate of the decision. The successful candidate is

referred to the Personnel Office. A conditional offer of employment is made to the recommended candidate based on the outcome of a reference check, drug screening test and criminal background check (CORI)\*. This critical protection ensures that everyone is first considered for employment based on their actual skills and experience before the employer takes into account the presence or absence of a criminal record.

*\* Please refer to Lowell Public Schools CORI Policy.*

If need be, the Superintendent of Schools may nominate, with Committee approval, an acting administrator until such time as the position is filled permanently.

If the number of qualified candidates is 4 or less, then the candidates will be interviewed by the Superintendent. The Superintendent will then make a recommendation based upon her interview of these candidates.

#### Process for Posting and Hiring for Open Paraprofessional Positions

Principals notify the Personnel Office of all open paraprofessional positions for the upcoming school year. Included are all known resignations/retirements that will occur from June 30 through October 15 of the next school year. Once notified by the principal, the Personnel Office will list these open paraprofessional positions on the Compendium of Paraprofessional Vacancies. The Compendium is posted on the Lowell Public Schools Website; [www.lowell.k12.ma.us](http://www.lowell.k12.ma.us), available at each school, in the Personnel Office and in the Offices of the United Teachers of Lowell. The Compendium of Paraprofessional vacancies is published on April 1, June 1 and at least once during the summer months. The compendium is revised at each publication to reflect the new available paraprofessional positions for the next school year.

After a fifteen (15) day posting period, paraprofessional voluntary transfer requests must be sent to the Personnel Office. These requests are compiled then are e-mailed and faxed to principals with an accompanying interview form. Paraprofessionals requesting voluntary transfers must be interviewed as per collective bargaining agreement. Resumes of promising new candidates can be considered for interviews. Principals who receive resumes directly from qualified promising new candidates (long term substitutes, day to day substitutes, recent graduates and teacher assistants from outside the district) may include them in interviews. Principals are urged to require candidates to provide recent resumes, letters of reference, transcripts and other pertinent information. (This documentation should be forwarded to the Personnel Office to be included in the candidate file).

School based interview teams consisting of the principal, representative teaching/paraprofessional staff, expert providers and school site council representatives (parents) must be formed to screen resumes of candidates and conduct interviews of all permanent paraprofessional transfer requests and the other qualified candidates selected for interview.



After interviews are conducted, interview panels recommend paraprofessional candidates(s) for position(s), complete interview form(s) and fax to the Personnel Office (original interview form may be sent via school department courier). The principal is responsible for conducting reference checks on all recommended candidates then notifying all candidates of the outcome of the team's decision immediately after the interviews are conducted. The principal refers the selected candidate to the Personnel Office and e-mails the Personnel Office the name of the person selected. The Personnel Office reviews transcripts, letters of verification of past employment and meets with each candidate to determine salary. A conditional offer of employment is made to the recommended candidate based on the outcome of a reference check(s), drug screening test and criminal background check (CORI)\*. This critical protection ensures that everyone is first considered for employment based on their actual skills and experience before the employer takes into account the presence or absence of a criminal record.

\* Please refer to Lowell Public Schools CORI Policy.

#### Process for Posting for Open Labor Service Positions

Principals notify the Office of Finance and Operations that they have received written notification of an open custodial, clerical, security guard or library position, as a direct resignation or retirement. The Office of Finance and Operations will post the position in accordance to the collective bargaining agreement:

Position	Posting Period
Custodian/ Security Guard	Seven (7) days
Clerks	Ten (10) days
Library Aides	Seven (7) days
Food Service Positions	Ten (10) days

Voluntary transfer requests must be sent to the Office of Finance and Operations in writing. These requests are compiled then are e-mailed and faxed to principals with an accompanying interview form. Employees requesting voluntary transfers must be interviewed as per collective bargaining agreement. When there is no active Civil Service list, resumes of promising new candidates can be considered for interviews. Applicants are required to complete an application, provide letters of reference and transcripts (if applicable) and other pertinent information. (This documentation should be forwarded to the Office of Finance and Operations to be included in the candidate file).

School based interview team consisting of the principal and their designees must be formed to conduct interviews of all permanent transfer requests. Not all other qualified candidates have to be selected for an interview.

After interviews are conducted, the principal recommends a candidate for the position(s), completes the *Selection or Non-Selection column of the Applicant Tracking Log* and the *Personnel Action Form* and then emails or faxes the forms to Assistant Business Manager (original interview form may be sent via school department courier). The principal is



responsible for conducting reference checks on all recommended candidates then notifying all candidates of the outcome of the team's decision immediately after the interviews are conducted. The principal refers the selected candidate to the Assistant Business Manager in the Office of Finance and Operations. A conditional offer of employment is made to the recommended candidate based on the outcome of a reference check(s), drug screening test and criminal background check (CORI)\*. This critical protection ensures that everyone is first considered for employment based on their actual skills and experience before the employer takes into account the presence or absence of a criminal record.

#### Process for Hiring for Open Labor Service Positions from Civil Service List

Principals notify the Office of Finance and Operations that they have received written notification of an open custodial, clerical, security guard or library position, as a direct result of a resignation or retirement. The Office of Finance and Operations will request an open application list (Form 13) from the Commonwealth of Massachusetts Human Resources Division (in the case of a Food Service position, the Office of Finance and Operations will generate the list). Candidates are instructed to sign the active list at the Central Offices. At this time, applicants must complete a Lowell Public Schools application and CORI form. After the two weeks signing period, applicants who are willing to accept a position are called for interviews. Once an applicant is chosen and a start date is established then the Supervisor of Custodians or the Food Service Field Supervisor will assign he or her to a school location. A conditional offer of employment is made to the recommended candidate based on the outcome of a reference check(s), drug screening test and criminal background check (CORI)\*. This critical protection ensures that everyone is first considered for employment based on his or her actual skills and experience before the employer takes into account the presence or absence of a criminal record.

There is a six (6) month probationary period for new hires. When an applicant does sign a certified list, refuses a position or unwilling to accept a position three times during an active list, he or she will be removed from the active list.

\* Please refer to Lowell Public Schools CORI Policy.

#### Process for Hiring Day-to-Day Substitute Teachers

Prospective day-to-day substitute teachers (*\*All applicants must be at least 20 years of age*) should complete an entire substitute application packet and submit to the Personnel Office.

Pending application review, results of the criminal background check (CORI), and reference check by the Assistant Superintendent for Personnel, applicants will be called to participate in the next scheduled workshop for training at the Central Administration Office (155 Merrimack Street). After participating in the substitute training, the name of

the applicant will be entered into the active pool of day-to-day substitutes. *For further Substitute Teaching information, please call Doris Thibeault at: (978) 937-7612.*